



State of Hawaii NON-Employee Remote Access Agreement

The State of Hawaii, Office of Information Management & Technology (OIMT), hereby known as the “State”, maintains remote access for certain Remote Users who require an electronic connection to State systems from offsite locations to support government business.

Remote Access Agreement

- 1. Acceptable Use standard.** Remote User agrees to read and adhere to the State’s Acceptable Use policy (103.001) while connected to and utilizing any information system remotely.
- 2. Protection of Confidential Information.** Remote User agrees to protect the confidentiality, integrity and availability of all electronic information at all times. Remote User agrees to comply with all organizational policies, state and federal laws and regulations concerning the security and privacy of confidential information.
- 3. Passwords and Codes.** Remote User agrees to NOT share passwords, codes, credentials, or user accounts with others.
- 4. Appropriate Safeguards.** Remote User agrees to take proper steps to ensure the security of the device in which they connect to State systems remotely. Remote User agrees not to copy information accessed remotely to local devices and or portable devices. Printing information is also not permitted unless specific authorization has been granted.
- 5. Auditing and logging.** Remote User agrees that his/her remote access is subject to review and/or audit by the State. Upon notice, Remote User agrees to return any State-owned portable device for purposes of ensuring compliance with this Agreement and the policies described herein.
- 6. Response to Confidentiality Concerns.** Remote User acknowledges that if the State determines in its discretion that remote access has been compromised by unauthorized parties, or that remote access has been misused, any or all of the following actions may be taken:
 - a. Remote Access terminated or disabled.
 - b. Notification to Remote User and/or Remote User’s supervisor of concerns related to remote access.
 - c. Termination of this agreement.
 - d. Notification of the human resources department, information security officer, and/or information privacy officer may occur.
- 7. Notification of Breach.** During the term of this Agreement, Remote User shall notify the State within (24) hours of any suspected or actual breach of security, intrusion or unauthorized use of disclosed confidential information of which Remote User becomes aware.



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- 8. Non-Disclosure Statement.** Remote User acknowledges and agrees that access of information through use of State systems warrants access to the State's network and confidential information. Authorized individuals listed on this form who access the State System shall treat the data contained therein as confidential, and shall not disclose or otherwise make available such information and data to any other person, except in accordance with all applicable information confidentiality laws, rules and regulations. Do not print or access information unless authorized to do so. Remote User agrees to abide by applicable federal and state laws and regulations governing the privacy and security of protected information. Violators will be prosecuted to the full extent of the law for criminal charges and/or monetary damages and shall indemnify and hold harmless the State against all liability resulting from violations or alleged violations. Remote User shall ensure to the State that all information shall not be accessed through equipment at any site not previously approved by the State. Remote User shall immediately notify the State of any unauthorized access via their computer system.
- 9. Termination of Agreement.** Should the authorized user no longer require access to the system, notification of such change shall be made within 24 hours to the State. Upon termination, all access information shall be destroyed or returned to the State. Notwithstanding the foregoing, State reserves the right to terminate this Agreement at any time.



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Remote Access Agreement Acknowledgement

By completing and signing this form, you acknowledge that you have read and understand the aforementioned agreements and all supported policies that pertain to it. All policies are available upon request from the State.

To complete this form: Fill out all sections of this form, **Please print clearly**. Incomplete or illegible forms will not be processed and may be returned, Return this page only. All other pages are for your records.

Remote User Information:

Please fill in all applicable information in the spaces provided:	
Last Name	First Name
Company Name	Department Name
Title	Phone Number
	() -
Business Email Address	State of Hawaii Sponser's Name/Phone <small>The State representative approving remote access)</small>
Supervisors Name	Supervisor Contact Number
	() -
Remote User Signature <small>I have read the above and agree to all terms and conditions contained therein.)</small>	Date
OIMT/ICSD Security Official Signature <small>I authorize remote access for the above non-employee.)</small>	Date
Note: This form is only an acknowledgment for the authorization of 'remote access' and does not grant the user access to any information system within the State of Hawaii network infrastructure. All requests for access to information systems must be completed and submitted by a State of Hawaii Sponsor.	
EMAIL COMPLETED FORMS BACK TO: icsd.networking@hawaii.gov	